



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 8/28/18	<u>Interviewer:</u> Sue Guenter-Schlesinger; Caitlin McGrane	RFA #18-69
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED] College of Humanities and Social Sciences		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Concern Regarding: Male ☐ Female ☒ Administrator ☐ Faculty ☒ Staff ☐ Student ☐

Category: *(Please check at least one)*

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|--|--|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input checked="" type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
8/28/18	Bias Incident Form sent to [REDACTED] EOO	Form outlines an incident that occurred during Winter Quarter 2018 where a faculty member used the "N-word" in class without warning or context. Student provides email address for confidential follow up.
9/7/18	CM emails [REDACTED]	CM reaches out to [REDACTED] via email provided, and asks if he is able to meet to learn more about the incident.
9/9/18	[REDACTED] emails CM	[REDACTED] indicates he is willing to talk on the phone, but he is not currently in Bellingham and will not be returning to Western this quarter.
9/21/18	CM & SGS t/c [REDACTED]	SGS and CM called [REDACTED] explained during winter quarter- in either January or February, he was in [REDACTED] and [REDACTED] with [REDACTED] and she used the N-word during class. [REDACTED] described that it was not directed at anyone, and while it may not be a "fully out of line instance" it felt offhanded to him. [REDACTED] indicated the class discussed black English, and he did not feel like it was done in a very authentic or informed way. [REDACTED] indicated he failed the class- and further indicated he was not returning to WWU in the Fall.

9/28/18	SGS t/c [REDACTED] [REDACTED]	SGS spoke with [REDACTED] again. SGS discussed options to [REDACTED]. [REDACTED] indicated he wanted the professor to be aware of his concern. [REDACTED] indicated he did not want anything to happen to the professor other than informing her how he felt about her use of the N-word, as well as indicate that he thought she was uninformed about black English.
10/29/18	CM spoke to [REDACTED] [REDACTED]	CM called [REDACTED], department chair for [REDACTED] and informed her about the bias report we received and that CM would be reaching out to Professor [REDACTED].
10/30/18	CM phone call to [REDACTED] [REDACTED]	CM phone call to Prof. [REDACTED] no answer, CM left VM asking Prof. [REDACTED] to call back.
11/7/18	CM phone call to [REDACTED] [REDACTED]	CM phone call to Prof. [REDACTED] no answer. CM left VM asking Prof. [REDACTED] to call back.
11/9/18	CM email to [REDACTED] [REDACTED]	CM email to Prof. [REDACTED] letting her know CM is looking into a concern and asked Prof. [REDACTED] to contact our office for a meeting. CM let Prof. [REDACTED] know it was not a formal investigation, but rather an informal inquiry. CM said if Prof. [REDACTED] was willing to meet with me, she was welcome to have a union representative with her, and the EO office can help arrange for that.
11/14/18	CM meeting with [REDACTED] [REDACTED]	CM meeting with [REDACTED], CM explained the policy and informed Prof. [REDACTED] there was no formal complaint against her. CM explained the concerns that were raised in the Bias Incident Report. Prof. [REDACTED] explained the context in which she used the N-word in class. Prof. [REDACTED] explained the use of the word related directly to the class and the chapters of the textbook that they were covering. CM and Prof. [REDACTED] had a conversation about ways to prepare/warn the students about the lesson so students would be more prepared for the lesson. CM also explained the concerns raised in the Bias Incident Report relating to how the unit on black English was taught. Prof. [REDACTED] indicated she had tried to get a guest speaker, but it did not work out. Prof. [REDACTED] engaged in a good faith conversation with CM, listened to the concerns raised by the student, and was thoughtful in her discussion of the issues raised.
RFA Closed		